



# CEPAC

## APPROVED MINUTES

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**September 21, 2006**

**Call to Order:** Called the meeting to order at 7:02 P.M.

**Attendance:** Present: Russ Cherry, Brian Shreve, Nancy Martinez, Teresa Chaves, William Nolan, Lori Bersabe, Cliff Baughn, John Pilger, Tim Howard

Excused: Mike Berryhill

Liaison: Althea Polanski

Staff: Patti Joki

### **Pledge of Allegiance**

**Minutes:** Approval of the minutes was moved and seconded.

### **Announcements /Correspondence:**

1. Patti Joki:
  - Showed the CEPAC display board and requested the Pub Ed Subcommittee to update it.
  - Distributed copies of the CEPAC flyer.
  - Announced that Fire Prevention Week is on October 8-14 (Theme: “Watch What You Heat”).
2. Russ Cherry:
  - Passed around the letter from General Dentistry inviting the Commission to attend its grand opening gala on September 28, 2006.
  - Presented the Certificate of Recognition to John Pilger.

**Approval of Agenda:** Approval of the agenda was moved and seconded.

### **Staff Reports:**

1. Shaker Valves – the Action Plan has been developed and will be presented to Council at its December 5 meeting. Members were asked to contact their respective insurance companies to get their stand on shaker valves.

### **New Business:**

1. Ad Hoc School Drill Committee – Bill Nolan will chair the Committee; drill site is Russell Middle School. Russ stated that planning for the drill should be done earlier. Brian presented a picture of the Command Center flag prototype.

2. Ad Hoc Election Committee – Tim Howard will chair the Committee.

**Unfinished Business:**

1. Walmart Grant – Russ announced that the grant total is \$1,500. Brian suggested that the money be used to finish the base stations. It was moved and seconded to use the money as such.
2. Equipment Cache Location – Patti will contact Red Cross regarding their involvement in this project, and will research cost of cache. Brian discussed possible design and material of container. He also informed the group that Mike Honda wants to work on obtaining grants to provide arcs.
3. Safe Kits – Patti received a call requesting 100 kits. She stated that there are currently 65 kits left but some of the contents need to be updated. It was moved and seconded that these kits be updated and sold at cost (\$22.00). An additional 100 kits will also be purchased. It was agreed upon for the Commission to keep this program and conduct a campaign to promote it.
4. School Disaster Drill Video (2006) – Patti showed a video of the 2006 school drill.
5. Goals for 2006-2007 – Patti suggested the following be included in the budget: safe kits, brochures, props, and display board materials. Russ suggested that smoke detectors and smoke alarms are possible projects. Members were asked to come up with ideas, as this item will be revisited at the next meeting.

**Committee Reports:**

1. Information Subcommittee – Tim asked for suggestions on the content of the Brochure, and for what can be shown on cable TV.

**Good of the Order:**

1. Russ distributed copies of the Emergency Response Guidebook (2004), and Patti gave an overview of it.
2. Patti passed out Disaster Worker Registration forms to be filled out.
3. Pictures of John and Lori were taken for inclusion in the CEPAC website.

**Adjournment:** Meeting adjourned at 8:15 P.M. Members proceeded to the EOC for a tour.

**Next Meeting:** November 16, 2006; City Hall Committee Room